

IEEE POWER ENGINEERING SOCIETY

ELECTRIC MACHINERY COMMITTEE

## SYNCHRONOUS MACHINERY SUBCOMMITTEE

# OPERATING MANUAL

MAY 1, 1993

J. R. MICHALEC  
SMS CHAIRMAN

## INTRODUCTION

The Institute of Electrical and Electronics Engineers (IEEE) Synchronous Machinery Subcommittee (SMS) is one of seven subcommittees of the Electric Machinery Committee (EMC), which in turn is one of the fifteen technical committees of the Power Engineering Society (PES). (See the PES Organization Manual and Membership Directory, published annually.) For all matters concerning membership, technical publications, paper review, recognition, education, scope, and the coordination and generation of standards, the Subcommittee reports to the Electric Machinery Committee.

### 1. SCOPE

The activities of the Subcommittee are organized under the EMC. The limits of the Subcommittee responsibilities, or changes in these responsibilities, are defined in a scope, which is approved, by the EMC and the Technical Council. The activities of Working Groups of the Subcommittee are approved by the Subcommittee and the EMC.

1.1 Treat all matters in which the dominant factors are the specifications, requirements, research, development, application, design, construction, operation, maintenance, and supervision of synchronous machinery, rotating as well as linear, both with and without power electronic speed conversion equipment.

1.2 Review and revise test codes as required and provide recommendation for all revisions of standards applicable to this Subcommittee. Sponsor papers, panels, technical conferences, and sessions in the field of rotating and linear synchronous machines, including those with hydraulic turbine drives.

1.3 Establish and maintain liaison with other technical societies, associations, committees, and groups concerned with rotating or linear synchronous machines as required to support and advance the purpose and scope of the Electric Machinery Committee.

1.4 Carry out duties as described in the Electric Machinery Committee Operating Manual.

### 2. RESPONSIBILITIES AND DUTIES

#### 2.1 The Synchronous Machinery Subcommittee Responsibilities

a. Promote and coordinate Institute activities in its field.

b. Encourage preparation of quality technical papers.

c. Evaluate technical papers within its scope and select meritorious papers for special recognition or publication.

d. Recognize and, mainly through utilization of Working Group technical expertise, propose methods and practices to deal with novel questions within its scope.

e. Arrange special Technical Conferences either alone or jointly with other Subcommittees or Committees of IEEE or with other Technical Societies.

f. Initiate and prepare or revise Standards, Guides, and Recommended Practices within its scope.

g. Promote electric machinery education through the use of tutorial sessions, publications, and other suitable programs.

#### 2.2 Working Groups

In executing their responsibilities and duties, the Subcommittee may organize Working Groups for specific tasks. A Working Group will make the necessary studies and prepare reports or drafts of documents for consideration by the Subcommittee.

When a Working Group is established, its scope shall be delineated and a schedule established for the completion of its assignment. When the work relates to a Standard, Guide, or Recommended Practice, this information is recorded on the Standards Project Authorization Request (PAR), and together with other required information, is sent to the EMC Standards Liaison Coordinating Subcommittee Representative for transmittal to the IEEE Standards Board for approval. Work on a standard or standard revision need not be held up while awaiting approval of a PAR.

The Subcommittee Chairman and Vice-Chairman shall be ex-officio members of all Working Groups.

The current list of Working Groups is shown in the latest issue of the PES Organization Manual and Membership Directory.

### 2.3 Duties of the Synchronous Machinery Subcommittee Officers

The Chairman shall:

- a. Plan and coordinate the activities of the Subcommittee and its Working Groups. This includes appointing members to the Subcommittee and selecting chairmen for Working Groups as approved by the EMC Chairman.
- b. Call meetings of the Subcommittee, prepare the agenda and chair the meetings.
- c. Direct technical activities within the scope of the Subcommittee, including: encouraging technical papers and discussions, arranging for seminars and tutorials, and participating in IEEE meetings of various kinds as required.
- d. Through members of the Subcommittee and Working Group Chairmen, prepare, revise, reaffirm, or withdraw IEEE Standards. Review and furnish comments on other industry standards as appropriate and as requested by the EMC Standards Liaison Representatives.
- e. Prepare an annual report, to be submitted to the Chairman of the EMC at his request, but usually during the month of January prior to the PES Winter Meeting. This report shall contain an up-to-date membership list of the Subcommittee.
- f. Maintain and keep current this SMS Operating Manual.
- g. Be an active member of the EMC and of the EMC Administrative Subcommittee.

The Vice-Chairman shall:

- a. Assist the Subcommittee Chairman in carrying out his duties. Chair meetings of the Subcommittee in the absence of the Chairman.
- b. Administer the review and grading of technical papers within the Subcommittee scope, working with the EMC Vice-Chairman. Maintain a membership interest survey to be used for paper reviews. Assist in the selection of meritorious papers.
- c. Working with the Subcommittee Chairman and the EMC Vice-Chairman, assist in planning, organizing, and arranging for presentation of papers, open forums, panel discussions, etc., at Electric Machinery sessions during PES meetings.
- d. Prepare an annual report, to be submitted to the Subcommittee Chairman, on these activities.

The Secretary shall:

- a. Write and distribute, with the approval of the Subcommittee Chairman, minutes of Subcommittee meetings.
- b. Prepare and maintain an up-to-date membership roster of the Subcommittee and its working groups. Provide the current roster to Working Group Chairmen when requested.
- c. Maintain records of attendance at Subcommittee meetings.

The Working Group Chairman shall:

- a. Preside over Working Group meetings.
- b. Insure that the Working Group activity progresses in a timely manner.
- c. Be responsible to fulfill the requirements of the IEEE Standards manual for Standards activity, issue the PAR, ballot the SMS, EMC, and Coordination Organizations, and follow the document through to the IEEE Standards Board ballot.
- d. Be responsible to publish an IEEE paper for Working Groups assigned to develop a paper.

### 3. MEMBERSHIP

#### 3.1 Eligibility

- a. Subcommittee members shall be members in good standing of the IEEE and of the Power Engineering Society.
- b. Chairman of Working Groups shall be a member of the Subcommittee.
- c. Neither IEEE nor PES membership shall be required of Working Group members other than the Chairman.
- d. Non-members of the Institute may be appointed as consultants to the Subcommittee but will not have a vote.
- e. With the written approval of the IEEE Standards Board, non-IEEE members who are representatives of Standards developing organizations, or who are invited experts, may hold memberships on Subcommittee Working Groups developing Standards, but with the right to vote only on matters relating to those Standards.
- f. Selection of Subcommittee members should be determined by knowledge of the particular branch of engineering as specified in the scope for the Subcommittee, interest in that branch of engineering as expressed by published papers, taking part in discussions of technical papers and presentations thereof and willingness to devote time and effort by attending meetings and reviewing assigned papers and standards.
- g. Subcommittee members are expected to attend at least one out of two consecutive meetings of the Subcommittee. Subcommittee members are expected to assist in the technical review process and to respond promptly to all Subcommittee questionnaires and ballots on standards. Members are expected to review technical papers in a timely manner and generally cooperate with the paper review process. Members are expected to prepare at least one written discussion per year addressing papers sponsored by the Synchronous Machinery Subcommittee and formally present them to IEEE Headquarters within the time frame set by IEEE publication guidelines. Members are also expected to notify the Subcommittee of any changes in their affiliation, address, and phone number. Members who consistently fail to follow these guidelines will be considered "inactive" and may be removed from the Subcommittee.
- h. Honorary members are entitled to participate in all of the activities of the SMS. They are not required to attend SMS meetings or Working Group meetings. However, they are encouraged to participate in Working Groups, at

least by correspondence. Honorary Members are to be considered for paper reviews unless they specifically ask to be relieved of this responsibility.

### 3.2 Policy for Admission of New Members

New members shall be appointed by the Subcommittee Chairman, with approval of the EMC Chairman, provided that they meet the requirements outlined above.

### 3.3 Appointments

- a. The Subcommittee Chairman is appointed by the EMC Chairman with the approval of the Chairman of the Technical Council.
- b. The Subcommittee Vice-Chairman is appointed by the Subcommittee Chairman.
- c. The Subcommittee Secretary is appointed by the Subcommittee Chairman.
- d. Subcommittee members are appointed by the Subcommittee Chairman with the approval of the EMC Chairman.
- e. Working Group Chairmen are appointed by the Subcommittee Chairman with the approval of the EMC Chairman.
- f. Working Group members are appointed by the Working Group Chairman with the approval of the Subcommittee Chairman.

### 3.4 Terms of Office

- a. Chairman, Vice-Chairman, and Secretary of the Subcommittee - reappoint yearly (general practice is to serve for two years and to succeed to the next higher office beginning at the Secretary).
- b. Chairmen of Working Groups - reappoint yearly (general practice is to serve until the project is finished).
- c. The change of Subcommittee officers normally occurs at the start of the Subcommittee meeting held during the PES Winter Meeting.

## 4. GENERAL PROCEDURES

### 4.1 Correspondence

Copies of all correspondence written by either the Chairman, Vice-Chairman, or Secretary should be sent to the other officers. Copies of all Working Group correspondence should be sent to the Subcommittee Chairman.

### 4.2 Records

Records of the Subcommittee are kept for five years and then destroyed, with the exception that minutes and membership lists are to be retained by the Secretary of the Subcommittee for ten years.

### 4.3 Subcommittee Meetings

The Subcommittee shall hold at least one meeting per calendar year, normally during the PES Winter Meeting.

### 4.4 Guidelines for Subcommittee Operations

The following are excerpts from a Policy Statement which was approved by the IEEE Board of Directors at its May 11-12, 1976 meeting.

#### a. Agenda and Minutes of Meetings

It is the policy of IEEE that, whenever possible, an agenda listing the topics for discussion shall be sent to the members, at a reasonable time prior to each meeting (other than formal conferences, symposia and conventions), of an IEEE Technical Board, Committee, Panel or other working assembly of a Group, Society or other IEEE technical organizational unit, or, of a joint intersociety unit in which IEEE formally participates.

#### b. Organization of Technical Working Groups and Committee

To achieve the technical objectives of IEEE demands that diverse resources be employed toward the resolution of technical issues. It is the belief of IEEE that the Institute's technical goals can be furthered most productively through the intelligent utilization of the talents and experience of various individual members. These members serve in their separate, individual expert capacities on appropriate IEEE Committees or Working Groups in IEEE Groups and Societies. No member should construe his position to be that of representative of his employer. Therefore, it is the policy of IEEE that the membership of each committee, subcommittee or Working Group of an IEEE Group or Society shall reflect various factors deemed appropriate by such IEEE entities (e.g., geographical balance, special expertise, etc.). This membership shall include a reasonable proportion of persons (one or more) employed by supplier, user and/or other involved organizations in each industry that, in the judgement of each Group or Society, will be affected by or concerned with any subject. There is an exception for solely administrative or managerial matters.

No meeting of any of the above committees, subcommittees, or Working Groups shall convene where the interests associated with the persons in attendance are solely those of either supplier or user organizations.

### 5. GUIDELINES FOR STANDARDS ACTIVITIES

All standards activities are governed by the IEEE Standard Board. The procedures for standards activities are defined in the IEEE Standards Manual which is published by the Institute of Electrical and Electronics Engineers, Inc.

All Synchronous Machinery Subcommittee Working Group Chairmen should obtain a current copy of the IEEE Standards Submittal Kit. This kit is available from:

Secretary, IEEE Standards Board  
The Institute of Electrical & Electronics Engineers  
445 Hoes Lane  
Piscataway, New Jersey 08855-1331

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